# WJB Dorn VAMC
## STUDENT NURSE ORIENTATION FACULTY CHECK LIST

Date_____

I.   Prior to start of class
   A.   Contact Nursing Education
      1.   Start and stop dates of clinical
      2.   Request clinical rotation location at VA
      3.   Computer access and training needs
      4.   Instructor's name(s)
      5.   Names and SS# of students as soon as known
      6.   Instruct students of all forms required and website address
(http://www.va.gov/columbiasc/ )
      7.   Set up orientation time and date

   B.   Contact HR and Nursing Education by Fax and Letter or E-mail and Letter
      1.   Letter of student requirements of having current CPR, Negative PPD, and Health Screening on file being met.  Include student names, student SS#, start and stop dates. (HR fax number--695-6702, Education--695-7935)

      2.   Optional Application for Employment-- Completed by the student and submitted to Education one week prior to start date.

   C.   May contact IRM Clinical Coordinators directly for computer training but make certain nursing education is aware of time / date and all paper work is ready

   D.   Complete paperwork (as much as possible prior to orientation). Drop off to Nursing Education 1 week prior to class with exception of vehicle registration and ID badge forms.  **Faculty must check to see that students have properly completed and turned in all forms.  All post tests must be checked for passing score ≥ 80%.  Please do not turn in partially completed packets.  Check to see that students have initialed and signed all forms requiring signature or initials.**

      1.   HIPAA training (Security)   (go to website, take course and bring certificate of completion on or before first clinical day or take written module on student website and bring in completed post test)
      2.   Cyber Security training (complete test and bring on or before first clinical day or take the combined HIPPA and Cybersecurity training on the VA national website and bring in certificate of completion)
      3.   Forms
         a.   Optional Application for employment and finger print form (due 1 wk prior)
         b.   Finger Print form
         c.   Student Trainee Registration
         d.   ID badge application (only if in clinical more than forty hours total)
         e.   Vehicle Registration Form
         f.   Computer access forms (If getting computer access)
            1.   Application for Computer Access
            2.   Computer Access Agreement
            3.   VISTA (Local Area Network)User Agreement

g. If no computer access needed must still fill out the "<u>Application</u> <u>ADP Account</u>--<u>Registration Only</u>," available under "For Students Not Requiring Computer Access" heading

h. Students must read the Student Orientation Booklet on the website and turn in the completed Post Test by first clinical day

E. Orientation day with Nurse Educator
1. Bring in all completed forms
2. View films "Our Turn to Serve" -25 min (if not done at school location) and "Look at Me" -5min.
3. Student orientation booklet review of critical information
4. Sign WOC letters
5. Obtain ID Badge and Parking Permit
6. Obtain access codes if prearranged and have computer training with IRM

II. **All Instructors must arrange with Nursing Education 1-2 weeks before the end of the clinical rotation, the date, time and location for a student exit interview. All groups must have an exit Interview with Nursing Education**.